

# CAREER OPPORTUNITY



## UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT VACANCY ANNOUNCEMENT - USDC-CT 13-05

**POSITION:** Case Administrator

**SALARY RANGE:** CL 24 – CL 25 (\$38K - \$53K)

**DUTY STATION:** New Haven (with occasional travel to other locations in District)

**OPENING DATE:** May 24, 2013

**CLOSING DATE:** June 7, 2013

The Clerk of the United States District Court for the District of Connecticut is seeking qualified applicants for the full-time position of Case Administrator. Case Administrators perform various functions and are responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures, and rules.

### **Representative duties include, but are not limited to the following:**

- Create and process new case files. May assign case numbers and judges to new cases. Open cases in case management system upon receipt of initiating documents, such as complaints, indictments, or petitions. Docket initial opening events.
- Check for prior or prohibited filing. Verify attorney's authority to practice. Monitor for return of exhibits, instruments, and sealed documents. Maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents.
- Verify and issue summons. Certify court documents.
- Make summary entries on all documents and proceedings on the automated court docket. Perform quality control on attorney-docketed entries.
- Receive and docket terminating documents. Closes cases upon receipt of terminating documents, such as judgments and closing orders.
- Accept, review and process documents. Sort, classify, and file case records. Maintain court files. Prepare deficiency notices. Review filed documents to determine conformity and take appropriate action and follow up with rules, practices, and filing requirements. Prepare correspondence regarding file inquiries, docket sheets, and other file request information. Retrieve files and make copies of records for court personnel, attorneys, and others. Rule on motions as permitted by local rules.
- Prepare, ship, and retrieve records from the appropriate Federal Records Center. Scan, copy, file, pickup, and sort mail. Process mail. Maintain the mail meter and meter log. Receive and stamp incoming documents.
- Inform customers of required fees. Receive payments and ensure funds in cash register. Balance cash drawer at the end of the day. Process credit card payments for filed documents.
- Operate a variety of copying and records equipment. Answer and route incoming calls. Assist the public in use of computerized databases. Provide basic information to public, bar, and the court.
- May record court proceedings. May organize exhibits used in court proceedings, including setting up and troubleshooting electronic evidence presentation systems, assisting with the orderly flow of proceedings.
- Performs other duties as directed.

## **Qualifications and Requirements:**

Requirements for prospective candidates include high school graduate or equivalent and a minimum of three (3) years of progressively responsible legal administrative work experience, requiring the regular and recurring application of clerical procedures involving the routine use of specialized terminology, keyboard skills, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Successful candidates will be proficient in the use of computer applications, e.g. Word, Adobe Acrobat, and Excel; fast-paced environment requires incumbent to present a professional demeanor at all times; detail-oriented; and possess strong organizational and communication skills. Knowledge of court operations and functions, and CM/ECF experience desirable, but not required. The successful candidate must have the ability to communicate information effectively, verbally and in writing, in a timely manner.

## **Education:**

High school graduation or equivalent required. Education above high school level may be substituted for experience. Bachelor=s degree in a related field is a plus.

**How to Apply:** Submit resume with cover letter, salary history and proof of any certifications **by email only** to: Human Resources Department @ Email: **HR\_department@ctd.uscourts.gov**

The Court will communicate only with those qualified applicants who are selected for an interview.

## **Benefits:**

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit, time in-service, for prior government service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

## **Conditions of Employment:**

- Applicants must be U.S. citizens or eligible to work in the United States.
- Successful candidate will undergo a full fingerprint and background records check. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees [available to applicants to view at the court website: [www.ctd.uscourts.gov](http://www.ctd.uscourts.gov)].
- Employees of the U.S. District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause by the court.

***The United States District Court is an Equal Opportunity Employer.***